

Oracle® Universal Content Management
Administrator's Guide for the Fast Checkin Component
Release 10gR3

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Preface

This guide provides installation and conceptual information for administering the Fast Checkin component.

Audience

This guide is intended for people who are responsible for installing and administering components for Content Server. This document assumes that the Fast Checkin component has been installed correctly and that you are familiar with Oracle products and the architecture of Oracle Content Server.

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Related Documents

For more information, refer to the administrator guides included in the Oracle Content Server documentation set and any applicable documents for external repositories, as necessary.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.
Forward slashes (/)	Forward slashes are used to separate the directory levels in a path to a UNIX server, directory, or file. Forward slashes are also used to separate parts of an Internet address. A forward slash will always be included at the end of a UNIX directory name and might or might not be included at the end of an Internet address.
Backward slashes (\)	Backward slashes are used to separate the levels in a path to a Windows server, directory, or file. A backward slash will always be included at the end of a Windows server, directory, or file path.
<code><install_dir>/</code>	This notation refers to the location on your system of the main product installation directory.

Introduction

This chapter covers the following topics:

- ["Component Overview"](#) on page 1-1
- ["Important Considerations and Recommendations"](#) on page 1-1
- ["Modifications to Content Server's Checkin Processes"](#) on page 1-2
- ["Impacts of the Component's Modifications"](#) on page 1-3
- ["Impacts of Implementing Disabled Content Server Functionality"](#) on page 1-4
- ["Compatibility with Content Server"](#) on page 1-4

1.1 Component Overview

The Fast Checkin component is designed to support a high ingestion rate to transfer content from an external repository into Content Server storage. Because the component increases the speed of content checkin, it increases the number of check-ins that Content Server can support at a time. This capability is highly desirable in applications (e.g. scanning applications) where large numbers of items are expected to be checked in at once.

The Fast Checkin component achieves a high ingestion rate by modifying Content Server checkin services. The component eliminates certain steps by removing transaction blocks and disabling resource-intensive system services. These types of activities are typically not used in a system that requires a high ingestion rate.

Note: As a result of the modified checkin process, the component vastly limits the ability of a Content Server instance to support other content management applications.

1.2 Important Considerations and Recommendations

Before you install and enable the Fast Checkin component, you need to take into account the following important considerations and recommendations:

- **Search Engine Name Configuration:** Customers using the Fast Checkin component must use the `Database.Metadata` setting for the search engine configuration variable (see ["Search Engine Configuration Variables"](#) on page 3-2). This setting prevents indexing-related problems for metadata searches.

Note: Setting the search engine configuration to other settings may cause errors in areas of the Content Server that rely on content (full-text) indexing (such as content expiration and Link manager).

- **Content Checkin:** You must use either the Basic or Standard checkin forms when checking in content items because the Fast Checkin component does not support Content Profiles in Content Server.
- **Content Searches:** The Fast Checkin component supports only metadata indexing. Therefore, you cannot perform full-text searches on content items checked in using the Fast Checkin component. However, you can use any of the metadata fields on the standard (Expanded Form) search page.
- **General Considerations:** Customers wishing to enable the Fast Checkin component must understand the limitations imposed by the component. Customers must carefully consider all the applications that a Content Server instance will support before enabling the Fast Checkin component.

WARNING: Enabling the Fast Checkin component on a Content Server instance that is already supporting other content management applications may severely impair the functioning of those applications, and may cause them to fail

Note: A Content Server instance with the Fast Checkin component enabled must remain dedicated to applications (e.g. imaging) that require fast ingestion speeds but do not need content conversion, full-text indexing, workflows, subscriptions or content revisioning functions.

1.3 Modifications to Content Server's Checkin Processes

To support a high ingestion rate, the Fast Checkin component modifies Content Server's CHECK_IN_NEW and CHECK_IN_UNIVERSAL services. These changes eliminate some of the steps that are normally performed during the checkin process.

The Content Server checkin processes that are removed include:

- **Content conversion:** The content item will not be routed to any Inbound Refinery product that may be configured. Thus, the GenWWW stage is omitted and the document is automatically put into the 'RELEASED'/'Y' state.

By default, the Fast Checkin component does not add any files to the weblayout directory. However, setting the FastCheckinAddWebFile configuration variable enables you to add web viewable files. See "[Weblayout Configuration Variable](#)" on page 3-2.

- **Workflows:** Workflow criteria will not be checked. This means that content items checked in after the component is enabled can not be included in workflows and, therefore, will not be routed through any workflow steps.
- **Subscriptions:** Subscriptions to content items will not be checked after an item is checked in. This means that users will not be notified on any checked in content. This is true for item subscriptions and criteria subscriptions.

- **Indexing:** Content Items checked in after the component is enabled will not be full-text indexed. Primarily, this is because the component does not create web viewable renditions of content items (which would normally be added to the weblayout directory). As a result, any Content Server activity that requires the indexing step to complete would not function properly. This includes the content expiration feature and Link Manager.
- **Auto-archiving:** Content Items will not be checked for automatic archiving or replication to other Content Server instances.
- **Content revisioning:** The Fast Checkin component interferes with Content Server's ability to successfully create new revisions of existing content items. Each checked in content item should have only one revision. When the Fast Checkin component is enabled Content Server does not compute revision ranking.
- **Uniqueness check:** If auto numbering is enabled and the Fast Checkin component is installed and activated, Content Server will not perform uniqueness checks for new document checkins.
- **Content Profiles:** The Fast Checkin component does not perform checks for any Content Profiles that have been set up in Content Server. In this case, you must use either the Basic or Standard checkin forms.

1.4 Impacts of the Component's Modifications

When the Fast Checkin component is installed and enabled on Content Server, the modifications it makes significantly limit the ability for that Content Server instance to support numerous UCM applications. These limitations include:

- **Collaborative document management:** The Fast Checkin component disables content conversion, workflow, subscription, and indexing features and also severely impedes revisioning. Because of this, most customers would not be able to use that Content Server instance to support some of Content Server's document management applications.
- **Web Content Management (WCM):** Most web content management deployments (built using Site Studio, for instance) would require revisioning capabilities, and many would require workflow capabilities. Since the Fast Checkin component inhibits those capabilities, that Content Server instance may no longer be suitable to support web content management applications.
- **Digital Asset Management (DAM):** Content conversion to multiple image and video formats is crucial for DAM solutions. Since the Fast Checkin component disables content conversion, that Content Server instance would not be suitable for DAM solutions.

WARNING: Enabling the Fast Checkin component on a Content Server instance will essentially render it incapable of supporting any solution that requires content revisioning, content conversion, workflow, subscriptions or full-text indexing.

- **Archiver and Batch Loader utilities:** When the Fast Checkin component is installed and enabled, the Archiver and Batch Loader utilities remain functional and can be used to check in content items. However, the Fast Checkin component does not use their functionality when it is ingesting documents into Content Server.

1.5 Impacts of Implementing Disabled Content Server Functionality

After disabling or uninstalling the Fast Check-in component (see ["Installing the Fast Checkin Component"](#) on page 2-1 or ["Disabling the Fast Checkin Component"](#) on page 2-2), the Content Server instance can be restored to normal functionality. However, there are important points to consider when doing so.

This section covers the following topics:

- ["Requirements to Reactivate Full-Text Indexing and File Conversion"](#) on page 1-4
- ["Time Impacts for Full-Text Indexing and File Conversion"](#) on page 1-4

1.5.1 Requirements to Reactivate Full-Text Indexing and File Conversion

If you have disabled or uninstalled the Fast Checkin component and want to fully index the checked-in content items as well as generate web viewable renditions of them, you will need to reactivate these functions in the Content Server instance. Considerations include:

- **Search engine configuration:** In order to enable full-text indexing after disabling or uninstalling the Fast Check-in component, the setting for the search engine configuration variable must be set to a value other than `Database.Metadata` (for example, `Database.FullText` or `OracleTextSearch`).
- **Web viewable files:** The content items checked in with the Fast Checkin component must be resubmitted via the Repository Manager utility to generate web viewable renditions and ensure they are indexed correctly.
- **Vault file indexing:** If web viewable renditions are not required, then the Content Server instance must be configured to index the vault files. Additionally, the search index must be rebuilt using the Repository Manager to properly create the full-text search index.

1.5.2 Time Impacts for Full-Text Indexing and File Conversion

If you have checked in a very large number of items into Content Server while the Fast Checkin component was enabled, it will take a very long time to regenerate web-viewable renditions of each file and perform full-text indexing on them. If there are millions or tens of millions of items in the Content Server instance, these processes could take days or weeks. Thus, it is very important for you to seriously consider whether content conversion and full-text indexing on these items is necessary after disabling the Fast Checkin component.

1.6 Compatibility with Content Server

Currently, the Fast Checkin component is supported only on Oracle Content Server 10gR3.

This chapter covers the following topics:

- ["Installing the Fast Checkin Component"](#) on page 2-1
- ["Disabling the Fast Checkin Component"](#) on page 2-2
- ["Uninstalling the Fast Checkin Component"](#) on page 2-3

2.1 Installing the Fast Checkin Component

This section covers the following topics:

- ["Installing using Component Manager"](#) on page 2-1
- ["Installing using Component Wizard"](#) on page 2-2

2.1.1 Installing using Component Manager

To install the Fast Checkin component using Component Manager:

1. Log in to Content Server as an administrator.
2. Select **Admin Server** from the Administration menu.
The Content Admin Server page is displayed.
3. Click the name of the Content Server instance where the component will be installed.
The Content Admin Server *<instance_name>* page is displayed.
4. Click the **Component Manager** link.
The Component Manager page is displayed.
5. Click **Browse**, navigate to the OracleFastCheckin.zip file, select it, and click **Open**.
The path is displayed in the Install New Component field.
6. Click **Install**.
A list of component items that will be installed is displayed.
7. Click **Continue**.
Component Manager asks if you want to immediately enable the Fast Checkin component or return to the Component Manager. Click the link to enable the component.
8. Restart the Content Server instance to apply the updated installation parameters.

2.1.2 Installing using Component Wizard

To install the Fast Checkin component using Component Wizard:

1. Log in to Oracle Content Server as an administrator.
2. Start the Component Wizard by selecting Start, All Programs, Oracle Content Server, *<instance_name>*, Utilities, Component Wizard (Windows) or by running the ComponentWizard script in the /bin directory (UNIX).

The Component Wizard main screen and the Component List screen are displayed.

3. On the Component List screen, click **Install**.

The Install screen is displayed.

4. Click **Select**.

The Zip File Path screen is displayed.

5. Navigate to the OracleFastCheckin.zip file, select it, and click **Open**.

The zip file contents that will be installed are added to the Install screen list.

6. Click **OK**.

Component Wizard asks if you want to enable the Fast Checkin component.

7. Click **Yes**.

The Fast Checkin component is listed as enabled on the Component Wizard's Resource Definition tab.

8. Exit the Component Wizard.

9. Restart the Content Server instance to apply the updated installation parameters.

2.2 Disabling the Fast Checkin Component

There might be circumstances that require you to disable rather than uninstall the Fast Checkin component. This section covers the following topics:

- ["Disabling using Component Manager"](#) on page 2-2
- ["Disabling using Component Wizard"](#) on page 2-3

2.2.1 Disabling using Component Manager

To disable the Fast Checkin component using Component Manager:

1. Log in to Oracle Content Server as an administrator.
2. Select **Admin Server** from the Administration menu.

The Content Admin Server page is displayed.

3. Click the name of the Content Server instance where the component will be uninstalled.

The Content Admin Server *<instance_name>* page is displayed.

4. Click the **Component Manager** link.

The Component Manager page is displayed.

5. Select the Fast Checkin component in the Enabled Components list and click **Disable**.

The component is moved to the Disabled Components list.

6. Click **Start/Stop Content Server**.

The Content Server *<instance_name>* page is displayed.

7. Restart the Content Server instance.

2.2.2 Disabling using Component Wizard

To disable the Fast Checkin component using Component Wizard:

1. Log in to Oracle Content Server as an administrator.

2. Start the Component Wizard by selecting Start, All Programs, Oracle Content Server, *<instance_name>*, Utilities, Component Wizard (Windows) or by running the ComponentWizard script in the /bin directory (UNIX).

The Component Wizard main screen and the Component List screen are displayed.

3. On the Component List screen, select the Fast Checkin component and click **Disable**.

4. Restart the Content Server instance.

2.3 Uninstalling the Fast Checkin Component

This section covers the following topics:

- ["Uninstalling using Component Manager"](#) on page 2-3
- ["Uninstalling using Component Wizard"](#) on page 2-4

2.3.1 Uninstalling using Component Manager

To uninstall the Fast Checkin component using Component Manager:

1. Log in to Oracle Content Server as an administrator.

2. Select **Admin Server** from the Administration menu.

The Content Admin Server page is displayed.

3. Click the name of the Content Server instance where the component will be uninstalled.

The Content Admin Server *<instance_name>* page is displayed.

4. Click the **Component Manager** link.

The Component Manager page is displayed.

5. Select the Fast Checkin component in the Enabled Components list and click **Disable**.

The component is moved to the Disabled Components list.

6. Click **Start/Stop Content Server**.

The Content Server *<instance_name>* page is displayed.

7. Restart the Content Server instance.

8. Click **Component Manager**.

The Component Manager page is displayed.

9. Select the Fast Checkin component in the Uninstall Component drop-down list.
10. Click **Uninstall**.
Component Manager asks if you want to uninstall the component.
11. Click **OK**.
Component Manager displays a message that the Fast Checkin component was uninstalled successfully.
12. Click the link to return to the Component Manager.
The Component Manager page is displayed.
13. Click **Start/Stop Content Server**.
The Content Server *<instance_name>* page is displayed.
14. Restart the Content Server instance to apply the changes.

2.3.2 Uninstalling using Component Wizard

To uninstall the Fast Checkin component using Component Wizard:

1. Log in to Oracle Content Server as an administrator.
2. Start the Component Wizard by selecting Start, All Programs, Oracle Content Server, *<instance_name>*, Utilities, Component Wizard (Windows) or by running the ComponentWizard script in the /bin directory (UNIX).
The Component Wizard main screen and the Component List screen are displayed.
3. On the Component List screen, select the Fast Checkin component and click **Disable**.
4. Restart the Content Server instance.
5. On the Component List screen, select the Fast Checkin component and click **Uninstall**.
Component Wizard asks if you want to uninstall the Fast Checkin component.
6. Click **Yes**.
The Uninstall screen is displayed and lists the zip file contents that will be uninstalled.
7. Click **OK**.
The Fast Checkin component is removed from the Component List screen.
8. Exit the Component Wizard.
9. Restart the Content Server instance to apply the changes.

Configuration

This chapter covers the following topics:

- ["Manually Setting Configuration Variables"](#) on page 3-1
- ["Configuration Variables for the Fast Checkin Component"](#) on page 3-2

3.1 Manually Setting Configuration Variables

You can manually set the Fast Checkin-specific configuration variables through the Admin Server applet or in the config.cfg file. Use one of the following methods:

- ["Admin Server Method"](#) on page 3-1
- ["Configuration File Method"](#) on page 3-1

3.1.1 Admin Server Method

The changes that you make to the Additional Configuration Variables field will be reflected in the Content Server's configuration file (`<cs_root>/config/config.cfg`) after the Content Server is restarted.

To manually set or edit configuration variables using the Admin Server applet:

1. On the Administration Page, click the **Admin Server** link.
2. Click the name of the Content Server instance that you want to access.
3. Select **General Configuration** in the left navigation bar.

The General Configuration page is displayed

4. In the Additional Configuration Variables field, scroll to locate the existing configuration variable and enter the proper value. Or, if necessary, add the applicable configuration variable in the field.
5. Save the changes.
6. Stop and restart the Content Server instance.

3.1.2 Configuration File Method

To manually set or edit configuration variables in Content Server's configuration file:

1. In a text editor, open the Content Server's config.cfg file:
`<cs_root>/config/config.cfg`
2. Enter the applicable configuration variable and value.

3. Save and close the config.cfg file.
4. Restart Content Server to apply the changes.

3.2 Configuration Variables for the Fast Checkin Component

The applicable configuration variables allow you to specify the required search engine and add web viewable files. This section covers the following topics:

- ["Search Engine Configuration Variables"](#) on page 3-2
- ["Weblayout Configuration Variable"](#) on page 3-2

3.2.1 Search Engine Configuration Variables

Use `SearchIndexerEngineName` or `SearchEngineName` to specify the name of the search engine to be used. You can use metadata to search the documents after they are checked into Content Server. The Fast Checkin component supports only the `Database.Metadata` search engine configuration setting.

`SearchIndexerEngineName=Database.Metadata` configures Content Server to use the `Database.Metadata` search engine.

Note: By default, the `SearchIndexerEngineName` configuration variable is set to `Database.Metadata`. To use a different search engine, you must manually change the configuration setting.

`SearchEngineName=Database.Metadata` configures Content Server to use the `Database.Metadata` search engine.

3.2.2 Weblayout Configuration Variable

Use `FastCheckinAddWebFile` to allow checked in content files to be copied to the weblayout directory. By default, the Fast Checkin component does not put any files in the weblayout directory.

Note: If you want to add web viewable files, you must set this configuration variable before checking in content using the Oracle Fast Checkin component.

`FastCheckinAddWebFile=true` configures Content Server to add web viewable renditions of checked-in documents to the weblayout directory when the Fast Checkin component is enabled.

`FastCheckinAddWebFile=false` configures Content Server to only add checked-in documents to the vault when the Fast Checkin component is enabled.

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